

# Budget Worksheet Listing

Dept. Number	Account Number	Account Name	W. Space	PriorFY Budget	PriorFY Expend	Current Budget	Current Expend.	Request	T Admin.Rec	Selectmen
<b>01000</b>		<b>Development Services</b>								
001-01000-00100-4191	Development Services Personnel Services, Salaries			171,463.00	170,278.40	177,130.00	110,472.60	177,862.00	177,862.00	0.00
001-01000-00210-4191	Development Services Insurances			46,034.00	43,884.01	50,995.00	29,098.63	47,988.00	47,988.00	0.00
001-01000-00220-4191	Development Services FICA			10,323.00	10,718.29	10,795.00	7,304.71	11,027.00	11,027.00	0.00
001-01000-00230-4191	Development Services Medicare			2,414.00	2,506.70	2,525.00	1,708.37	2,579.00	2,579.00	0.00
001-01000-00240-4191	Development Services Workers Comp			2,876.00	2,871.71	2,973.00	1,293.89	2,996.00	2,996.00	0.00
001-01000-00250-4191	Development Services NH Retirement			14,700.00	15,459.06	17,037.00	11,102.04	19,156.00	19,156.00	0.00
001-01000-00290-4191	Development Services Other Employee Benefits			5,000.00	4,935.75	5,000.00	2,729.50	0.00	0.00	0.00
001-01000-00300-4191	Development Services Professional & Technical Services			14,500.00	12,678.82	13,500.00	11,154.50	13,684.00	13,500.00	0.00
001-01000-00500-4191	Development Services Other Services			23,500.00	23,629.96	20,000.00	3,804.00	17,700.00	17,500.00	0.00
001-01000-00800-4191	Development Services Other Charges & Expenses			5,500.00	3,051.86	6,000.00	3,679.70	13,100.00	14,000.00	0.00
	<b>Subtotal for dept. Development Services:</b>			<b>296,310.00</b>	<b>290,014.56</b>	<b>305,955.00</b>	<b>182,347.94</b>	<b>306,092.00</b>	<b>306,608.00</b>	<b>0.00</b>

FY 2014 BUDGET DETAIL							
DEPARTMENT:		Development Services					
FUND:		001					
ACCOUNT NUMBER:		01000	00100				
ACCOUNT NAME:		Personnel Services, Salaries					
Description		Grade/Step	\$ Per Unit	Hrs/Wk/Yr or Salary	Extension	FY 2014 Request	FY 2014 Administrator Recommended
	Town Planner	XVII-10	\$32.84	\$1,313.60	\$68,307.20	\$68,307	\$68,307
	GIS Coordinator		1	\$2,500.00	\$2,500.00	\$2,500	\$2,500
	Code & Health Officer	XV-10	\$30.56	\$1,222.40	\$63,564.80	\$63,565	\$63,565
	Administrative Assistant	VIII-7	\$20.62	\$824.80	\$42,889.60	\$42,890	\$42,890
	Longevity	30	\$20.00	\$600.00	\$600.00	\$600	\$600
Totals						\$177,862	\$177,862
FUND:		001					
ACCOUNT NUMBER:		01000	00300				
ACCOUNT NAME:		Professional & Technical Services					
Description		Quantity	\$ Per Unit		Extension	FY 2014 Request	FY 2014 Administrator Recommended
Dues	NH Assoc of ConCom					\$500	\$500
Dues	American Planning Association					\$250	\$250
Dues	NH Planners Association					\$40	\$40
Dues	NH Preservation Alliance Membership					\$50	\$50
Dues	Lakes Regional Plng. Comm.					\$10,119	\$10,119
Training	Planner - Training					\$450	\$450
Training	CEO - Training					\$450	\$450
Training	Admin. Asst.- Training					\$50	\$50
Training	Planning Board - Training					\$500	\$500
Training	ZBA Training					\$400	\$400
Training	ConCom Training					\$400	\$400
Training	Capital Improv. Comm. Training					\$75	\$75
Training	Heritage Comm. Training					\$400	\$400
Lump Sum Disallowed							-\$184
Totals						\$13,684	\$13,500
FUND:		001					
ACCOUNT NUMBER:		01000	00500				
ACCOUNT NAME:		Other Services					
Description		Quantity	\$ Per Unit		Extension	FY 2014 Request	FY 2014 Administrator Recommended
	ConCom Lake Monitoring/Testing					\$500	\$500
	Code & Health					\$200	\$200
	Heritage Commission					\$100	\$100
	Her. Comm Guest Speakers					\$500	\$500
	Planning Dept. - Copies, etc.					\$300	\$300
	GIS -ESRI & CAI Licensing annual					\$1,000	\$1,000
	CAI GIS Staff-Only Access annual					\$900	\$900
	CAI GIS On-Line Hosting Maint. annual					\$1,800	\$1,800
	CAI Five Year GIS Plan FY '14					\$11,900	\$11,900
	Miscellaneous GPS, GIS					\$500	\$500
Lump Sum Disallowed							-\$200
Totals						\$17,700	\$17,500

<b>FUND:</b>	001				
<b>ACCOUNT NUMBER:</b>	01000	00800			
<b>ACCOUNT NAME:</b>	Other Charges & Expenses				
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2014 Request</b>	<b>FY 2014 Administrator Recommended</b>
Alternate CEO - ADD				\$1,750	\$1,750
Planner Mileage				\$250	\$250
Code & Health Officer Mileage				\$4,000	\$4,000
Clerk Mileage				\$75	\$75
Planning Bd. Members Mileage				\$200	\$200
ZBA Members Mileage				\$200	\$200
ConCom Members Mileage				\$100	\$100
Heritage Com. Members Mileage				\$100	\$100
LRPC et al Reps Mileage				\$75	\$75
Structural/Other (On Demand)				\$150	\$1,000
ConCom (Special Inv. Svcs.)				\$500	\$500
ConCom - Education & Consumables				\$200	\$200
Planning Land Use Books				\$175	\$175
C&H - BOCA Books				\$400	\$400
CEO				\$400	\$400
Equipment (basement shelving, folders & files)				\$2,300	\$2,300
CEO Printing				\$300	\$300
Advertising				\$1,925	\$1,975
			<b>Totals</b>	<b>\$13,100</b>	<b>\$14,000</b>

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## MEMORANDUM – OFFICE OF DEVELOPMENT SERVICES

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**TO:** Board of Selectmen

**FROM:** Bruce W. Woodruff *Bruce W. Woodruff*  
Town Planner

**RE:** 2014 Five Year GIS Development Program Changes &  
Highlights

**DATE:** November 8, 2013

**CC:** Carter Terenzini, Town Administrator



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The 2014 iteration of the Five Year GIS Development Program has changed from the version you approved last year in the following ways:

- Develop On-line tools to meet user needs has been slipped a year because of software issues at the request of CAI.
- The Road signs, markings and lighting locations dataset was slipped a year in order to smooth out the overall annual total cost of the program.
- Deeds, septic plans, building permits, misc. permit upload attached to individual parcels has been reduced from \$6,000 to \$5,000 in 2014 and smoothed and extended an additional year to 2017. This breaks up the momentous task more and smooths out the overall annual total cost of the program.
- RSMS-pavement conditions locations/data has been reduced from \$5000 to \$1000 in 2014 because the data and roadway segments were updated by UNH students and I compiled the data into a spreadsheet format that could be used by CAI.
- The for information only Range and Rangeway map layer was reduced from \$2600 to \$1000 due to staff's research and procurement of a good copy of the legacy hand-drawn resource document for CAI.
- The Land Use Overlay map layer (automatically interactive with any change in the Assessor's use codes) was moved up from 2016 to this past year in order to benefit the preparation of the Master Plan and to be used as a basis for determining the build out model required by the Section 319 Water Quality grant work to develop a Watershed Management Plan for Moultonborough Bay Inlet.
- Finally, any GPS equipment, digital camera and hard drive storage media was removed from the program. The GPS was removed due to the high cost of acquisition of the type needed for precision coupled with the fact that you may not always have trained staff to effectively and efficiently use it. Cameras and hard drive storage media were removed because the pricing on these items has fallen to the point where, if needed they may be purchased outside this program.

These changes result in a reduction of the cost in 2013 from \$14,900 to \$10,500; an increase in 2014 from \$11,000 to \$11,900; status quo in 2015; a decrease in 2016 from \$13,000 to \$11,500; and status quo in 2017 resulting in a total program cost spread over five years of \$57,250.

During 2013, several initiatives were either completed or are in the process of being finalized (on-line in beta format); they are:

- The on-line staff document upload tool to attach all manner of documents, permits and plans to each parcel for viewing either on the public GIS site or the staff-only site. (beta)
- Underground fuel tank locations
- Hazardous materials release sites
- Power sub-stations and facilities locations
- The March 2013 FEMA Flood Zone Map that overlays the parcel and building dataset for ease of use and for more accurate determination flood zone location to parcel and even to buildings on the parcel.
- Utility poles geo-referenced map layer

Several of these datasets are contained on the staff-only site for security purposes. Overall, the 2013 program was by nature, flexible yet successful, while still allowing the multi-year program to remain stable and cost effective.

2014 Moultonborough GIS Development Program									
Category	Thursday, October 04, 2012	Task Description	2013	2014	2015	2016	2017	Data Source/Remarks	Comments
	Type		Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost		
1,3,4,5	Layer	Phase II Existing Drainage System locations	\$ -					Completed	
	Tabular Data	location, size, material, type, flow, etc.						on-going	
	documents attached	photos, reports							
1,2,3,4,5	Online Application Development	Add Online GIS Doc. Upload Tools. \$500 one time set up, plus \$500 annual hosting. PARCELS ONLY	\$1,000.00					beta on-line;	
1	Layer	underground fuel tank locations	\$1,200.00					in-progress TBC by December	1 day GPS day and office
	Tabular Data	address, map lot, date installed, condition, type							Assumes Online Doc. Upload Tools (above).
	documents attached	state inspections, photos	staff time						
1	Layer	hazardous materials-releases locations	\$1,500.00					in-progress TBC by December	Assumes 1 day GPS work and required office work to integrate data into GIS
	Tabular Data	address, map lot, spill type, date, status							Assumes Online Doc. Upload Tools (above).
	documents attached	state and local fire reports, photos	staff time						
2	Layer	Power sub-stations & facilities locations	\$1,200.00					in-progress TBC by December	1 day GPS day and office
	Tabular Data	address, map lot, type, security, size	\$0.00						
	documents attached	site plans, photos	staff time						
1, 3, 5	Layer	FEMA Flood Map	\$1,500.00					Completed	Additional \$1500 to add to Tax Maps
	Tabular Data	none						Completed-On-going	
	documents attached	specific parcel engineer determinations	staff time						
1,2,5	Layer	Power/telecom Poles Georeferenced map layer	\$2,600.00						CAI GPS & Office effort
	Tabular Data	n/a							
	documents attached	n/a							
	Tabular Data	description, status, open-closed							
	documents attached	deeds, plans, photos	staff time					scan and upload using doc upload tool	
4	Layer	Roads-signs, markings, lighting locations		\$3,400.00				DOT datasets	Moved up from 2015 to smooth annual costs of program
	Tabular Data	type, date installed/changed, dimensions							using Web Tools
	documents attached	detail sheets, shop drawings, photos	staff time						
3	documents attached	deeds, septic plans, building permits, misc permits		\$5,000.00	\$7,500.00	\$6,500.00	\$2,000.00	staff began scanning 1/1/12	this task brings in legacy documents
4	Layer	Roads-RSMS pavement condition locations		\$1,000.00				database from RSMS	
	Tabular Data	condition data by roadway segment, photos, deeds						need for GPS locations	
	documents attached	survey sheets		staff time					
1,3	Layer	Rangeway locations	\$1,000.00					beta on-line; complete by December	Scan & Georeference 1764 map.
1,2,3,4,5	Online Application Development	Develop Specific Tools To Meet User Needs		\$2,500.00				On Hold-Moved from 2013	Radius measure and draw parallel lines
3,4,5	Layer	missing planimetric data digitized			\$4,000.00			missing buildings, stonewalls, cemeteries	

2014 Moultonborough GIS Development Program									
Category	Thursday, October 04, 2012	Task Description	2013 Estimated Cost	2014 Estimated Cost	2015 Estimated Cost	2016 Estimated Cost	2017 Estimated Cost	Data Source/Remarks	Comments
	Type								
	Tabular Data	n/a						docks, breakwaters, fences, ruins	
	documents attached	n/a						possible state cemetery dataset	
4	Layer	snow removal routes			staff time			Planner develops w/road agent	
	Tabular Data	pertinent info							
	documents attached	photos							
3	Layer	census block/tract			staff time			datasets available	
	Tabular Data	pop, age, employment, rental vs owner-occupied			\$350.00			develop table and attribute linkages	
	documents attached	n/a							
2	Layer	Communications infrastructure locations				\$5,000.00			
	Tabular Data	address, map lot, type, security,							
	documents attached	plans, photos, reports							
3	Layer	land use overlay	\$500.00					Vision dataset	beta on-line; December completion
	Tabular Data	interpreted assessor use codes							
	documents attached	n/a							
3	Layer	private well locations					\$500.00	possible state dataset	
	Tabular Data	age, type, status, water quality							
	documents attached	n/a							
3,5	Layer	heritage overlay					\$2,000.00	partial datasets available	
	Tabular Data	address, map lot, type status							
	documents attached	permits, photos							
3,4	Layer	soils & boring locations					\$500.00	possible state datasets	
3,5	Layer	Conservation Land, Parks and Trails					\$1,500.00	possible state datasets	
3,5	Layer	animal habitat					staff time	possible state datasets	
3,5	Layer	Steep Slopes					\$1,500.00	possible state datasets	
3,4,5	Layer	Watershed locations & restoration sites						possess dataset	
	Tabular Data	site data, technical data					\$500.00		
3,4,5	Layer	Natural Resources Layer					staff time	possess dataset	
	Tabular Data	list							
1,2	Layer	Private sewer & water systems					\$3,000.00	remote possibility data or plans	
	Tabular Data	age, condition, material, size, etc.							
LEGEND:									
Priority		Category							
1		Life-Safety/Emergency Management							
2		Homeland Security/Police							
3		Land Use & Zoning							
4		Municipal Task Efficiency							
5		Enhancing Publicly Available Information							
Annual Totals			\$10,500.00	\$11,900.00	\$11,850.00	\$11,500.00	\$11,500.00		
			was \$14,900	was \$11,000	same	was \$13,000	same		
Year			2013	2014	2015	2016	2017		

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## MEMORANDUM – OFFICE OF DEVELOPMENT SERVICES

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**TO:** Carter Terenzini, Town Administrator  
**FROM:** Bruce W. Woodruff, Town Planner  
**RE:** LRPC Dues Funding for 2014  
**DATE:** November 5, 2013  
**CC:** Chief Len Wetherbee, Chief Dave Bengtson, Director Scott Kinmond



During the last couple years during the budget review process, the question of whether the Town gets a commensurate value from annual dues amount paid to the Lakes Region Planning Commission was raised. This year the dues have again increased by \$140.00 to \$10,119.00. While this is a modest increase, it may invoke the question of value once again.

In order to provide some guidance for the BoS, I've spoken with the staff that have either occasionally or frequently utilized the Commission for the Town in order to get a feeling of the magnitude of need so that the value or benefit may be more easily assessed.

The Fire Chief hasn't recently had occasion to ask for or receive any products from LRPC, but has used them to assist in writing the Local Emergency Operations Plan (LEOP). This service, however, is no longer available from LRPC because of a lack of a qualified person to perform that work. The Chief did ask LRPC to provide assistance with the Town's Fire Protection Water Resource Plan, but was informed that they could refer the Town to the North Country RC&D. The Fire Department's last use of a service provided by LRPC was using some of their mapping data to interface with the CodeRed mapping of the town. The Town has benefitted from the work done by them in the area of household hazardous waste collection in their clearinghouse web site, and in the planning process and preparation of the update of the Hazard Mitigation Plan required by the Disaster Mitigation Act of 2000 (Public Law 106-390).

The Police Chief also has not asked for or received any work products from the Planning Commission, but notes that the Planning Commission collects and shares traffic count data for NHDOT-mandated legacy count locations in Town. The funding for this service comes from the state DOT and is planned out through the Unified Planning Work Program document (UPWP).

Scott Kinmond, DPW Director, indicates he receives an invaluable service and product from LRPC on a bi-annual basis that is worth approximately \$4,000.00. Planning Commission staff sets up and manages the data collection for the pavement condition assessment for the Town's roads and the preparation of the priority rankings based upon traffic volume & importance, and surface condition database that is the heart of the RSMS 11 software used to prioritize, plan for funding and scheduling of road projects. This has been done at no cost to the Town. Director Kinmond feels this service is too valuable to lose and advocates for continuing as a member of LRPC.



The Conservation Commission uses the Planning Commission on a regular basis in the production of map products and educational and informational products. The Commission has the ability to plot large format plans and maps, and have done so for the Conservation Commission at no charge. The Con Com advocates for continuing membership in LRPC.

For my part, the Planning Commission serves a needed role as the regional coordinator for planning grants and also for the regional transportation project funding process. They have assisted with preparing the Center Harbor Bay watershed program and will have a key role in providing GIS and other planning support on the Moultonborough Bay Inlet project should it be selected by the state for funding. Thinking more regionally, LRPC plans to continue to be. They are a resource for large format map and plan products at no to reasonable costs. However, all local planning work and initiatives are routinely handled by this office, as the LRPC serves no role as a "circuit rider" planning resource here.

Looking at several initiatives over the past few years, it appears as if the Town has made a conscious effort to support regional efforts such as the ambulance service, Lakes Region Mutual Fire Aid, a regional visiting nurse service, and the Blue Loon Bus Service. The Planning Commission helps to serve as a focus for regional efforts such as these and others such as the broadband planning issue in their work on a regional broadband plan and involvement with the protection and enhancement of the overall Winnepesaukee River Watershed, all of which have an effect on the Town's lake water quality.

As has been customary, I recommend continuing to ask the Executive Director to attend the BoS budget workshop session with me to talk about Moultonborough-centric services and work products and those regional projects that affect the Town and to estimate the value or benefit for all of them in order to make that assessment of need.

# ANNUAL REPORT

LAKE REGION PLANNING COMMISSION



Kimon Koulet  
Executive Director

September 2013



## Who We Are:

The LRPC is a voluntary association of local communities that pools its resources to obtain a highly trained, professional staff to provide a wide variety of services. A twelve member Executive Board, together with the Commissioners, governs the LRPC. Operations are overseen by an executive director and implemented by professional planners, specialists, and support staff. LRPC recognizes that the foundation of regional decision-making lies within local communities.

## EXECUTIVE BOARD

### Officers:

Stanley Bean, Jr. (Gilmanton)  
Chairman

Warren Hutchins (Laconia)  
Vice Chairman

Patricia Farley (Tamworth)  
Secretary

Barbara Perry (Moultonborough)  
Treasurer

### Area Commissioners:

John Cotton (Andover)  
Herb Farnham (Moultonborough)  
Jean Marshall (Freedom)  
Robert Snelling (Holderness)

### At Large Commissioners:

Dan Anson, II (Laconia)  
Wayne Crowley (Northfield)  
Steve Favorite (Bristol)  
George Luciano (New Hampton)

## Plan to Achieve and Succeed

Dear Reader,

The Lakes Region has a rich heritage: it has communities, large and small, that have contributed to New Hampshire's growth and status as one of the best places to live in the United States. Its lakes, rivers, mountains, and forests form a landscape that draws hundreds of thousands of visitors each year. Its independent communities also understand the importance of shared responsibility and interdependence.

Before us lies the future. Will the Lakes Region build on its heritage, enhancing the lives of Lakes Region residents and make our communities strong, attractive, vibrant places to live, work, and play? We know tomorrow will be dramatically different than today. If it is to be better, coordinated local and regional planning will help to assure it is. As the planning adage goes, if we fail to plan, we plan to fail.

It has been a privilege to serve the Lakes Region for nearly 30 years and I have witnessed numerous changes: physical, economic, cultural, and political. From the tourism renaissance in Meredith to the sprawling regional shopping complex at Tilton Junction, significant alteration of the landscape has occurred. Broad state and regional plans may help portray the kind of society we want though, smaller, local community plans often make their contribution in ways that are more meaningful to its residents. While another comprehensive watershed management plan for our largest lake waits to occur, several smaller watershed plans have emerged as communities and watershed associations have taken the lead to ensure that local water supplies are adequate for drinking and recreation. What was once a one-day four town household hazardous waste collection has morphed into a twice a year twenty-four community summer tradition to cleanup the environment, and the creation of a permanent household hazardous product facility in Wolfeboro. Where funding for regional transportation planning was nearly non-existent, the LRPC now has an essential role in the statewide process to improve our roads and promote multi-modes of travel. We just completed the region's second comprehensive economic development strategy. Countless other local and regional plans have stirred the imagination, and led to numerous incremental steps in our communities that reflect our heritage as well as our attitude and political will about the type of place we want to enjoy in the future.

Former president Dwight Eisenhower once said that the plan is nothing, planning is everything. There is truth to that. For example, if you think that the sidewalks in Gilford village, advocated by school-aged children, or the cleanliness of our lakes and rivers, or the preservation of village squares in places like Hebron or Sandwich, or the connecting trails between Laconia to Danbury, or the downtown revitalization in process in Bristol all occur by chance, please guess again. Planning is at its most elegant when positive changes seem naturally occurring, often through the steadfast work and community involvement with local planning boards and the LRPC.

Town and regional planning have proven to be valuable community and regional processes year after year. In today's highly competitive, nano-second world, it is easy to become distracted. We need to stay focused on where our future lies. We, the people, receive the government and the rules from those we elect and appoint. My observation is that good government and planning result from visionary leadership and persistent, selfless service over many years; with many people sharing common goals and a willingness to make things happen. As my tenure as executive director draws to a close, I encourage you to remain engaged for the well-being of your community. If you are so inclined, take the next step and help your friends and neighbors living in the next town over or across the lake; there is where regionalism lives and where your stewardship is prized. We have much to be grateful for, and more importantly, much more to do. Best wishes meeting tomorrow's challenges...Go Lakes Region!

## ANNUAL MEETING

The June 24, 2013 Annual Meeting was held at Church Landing in Meredith, with NH Department of Environmental Services Commissioner Thomas Burack as our featured speaker. Over 150 attendees socialized, enjoyed the awards and his presentation about the environment and the state's economy, noting that much of the local economy is directly related to water quality. Commissioner Burack identified two challenges for New Hampshire's future well-being: adapting to and mitigating climate change and addressing the effects of changing land use and development on the state's natural resources. In the not too distant future, scientists expect a significant rise in temperatures, and some of the warning signs are already visible. Indicators such as erratic precipitation, more severe storms, higher temperatures, less snowfall, earlier lake ice-out dates and a shortened spring run-off period have already been seen. He ended by saying the good news is that the water quality of New Hampshire's lakes have been improving in recent years due to the efforts of the state, municipalities, watershed associations, and local volunteers.



Tom Burack  
Commissioner, NHDES



Barbara Perry, LRPC Treasurer, (left)  
with Christopher Conrod (right).

The *B. Kimball Ayers Jr. Award* is given annually by the Lakes Region Planning Commission in memory of B. Kimball Ayers, Jr., who faithfully and persistently worked to maintain and improve the environmental quality of the Lakes Region. Chairman Stanley Bean, Jr. and Treasurer Barbara Perry presented the award to **Christopher Conrod** of Tamworth, who was recognized for many environmental contributions. He has been a major contributor to planning and land conservation for over 25 years. He was praised for his knowledge of the region, research and technical skills, commitment to the protection of natural resources, and his capacity to articulate arguments on behalf of conservation initiatives that have ensured their success. He was also the co-author of the 1991 revised Tamworth Wetlands Ordinance, the validity of which was upheld by the NH Supreme Court when it was challenged by a developer.



James Walker, Don Foudriat,  
and Peter Karagianis

LRPC *Awards of Excellence* were presented to the Lakes Region Clean Waters Association founding members **Donald Foudriat, Peter Karagianis, Esther Peters, and James Walker** for over 40 years of distinguished citizen leadership protecting our public waters. The LRCWA, currently disbanded, was pivotal in the cleanup of Lake Winnisquam in the 1970s. In 1975, the LRCWA received an award from the U.S. Environmental Protection Agency for its accomplishments that led to the construction of the sewage treatment facility in Franklin.



Esther Peters

## WHAT WE DO

The **Lakes Region Planning Commission (LRPC)** is established according to state law ( NH RSA 36) to provide area communities with the opportunity to prepare a coordinated plan of development for the region. With a service area covering over 1,200 square miles in Belknap, Carroll, Grafton, and Merrimack Counties, the LRPC also provides a wide range of planning services to member municipalities. We address regional issues which are beyond the capability of individual towns to address, yet affect all communities within the region. Our services include technical assistance, geographic information systems, transportation planning, land use, environmental planning, hazard planning, and economic development. Federal, local, and state resources primarily fund the LRPC. Fiscal discipline and responsible planning can help deliver effective and efficient public investments that provide a foundation for community well-being. An overall objective is to be an innovative and reliable partner in this process.



## PROGRAM HIGHLIGHTS

The Commission's services are organized around six program areas: Regional Services, Local Services, Household Hazardous Waste, Transportation, Economic Development, and Education/Resources. Examples of each are described below.

### Regional Services

From the beginning, the Planning Commission has focused on a variety of challenges from conserving and protecting the region's natural resources to planning for modern infrastructure. Our focus on these issues remains undiminished today.

In cooperation with the NH Office of Energy and Planning, the NH Department of Environmental Services, the University of New Hampshire, and our regional watershed associations, and local communities, the bulk of our current Regional Services are as follows:

- \* Watershed protection;
- \* Stormwater management;
- \* Commercial, industrial, and residential development trends;
- \* High-speed broadband planning;
- \* River corridor management plans;
- \* Regional Planning.

### Regional Services FY14:

Our anticipated activities in FY14 shall continue or expand recently completed work. In FY14, the LRPC plans to:

- \* Complete the Center Harbor Bay subwatershed management plan;
- \* Produce an updated Regional Development Trends of commercial and industrial permitting;
- \* Complete a comprehensive draft of the Lakes Region Plan;
- \* Continue the Broadband Stakeholders Group and draft a regional broadband plan;
- \* Participate in the Suncook River Fluvial Erosion Hazard Study.

### Local Services

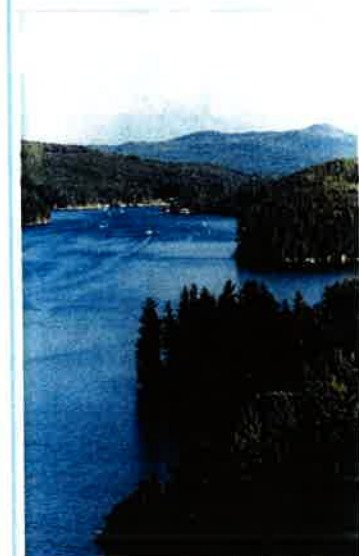
Local technical assistance continues to be a mainstay of our activities. As communities continue to face important questions about how best to plan for their future, we are available to:

- \* Prepare Local Master Plans and Capital Improvement Plans;
- \* Assist with innovative planning tools such as impact fees, steep slope ordinances, stormwater management, site plan review, etc.
- \* Prepare and update Hazard Mitigation Plans in cooperation with NH Homeland Security and Emergency Management;
- \* Offer guidance on preparing or amending zoning ordinances, and subdivision and site plan review regulations;
- \* Assist local planning and zoning boards and conservation commissions with the review of development proposals through our Circuit Rider program;
- \* Create and produce a variety of attractive and useful maps.

### Local Services FY14:

In FY14, we shall continue to work with and support our members, as needed. We intend to:

- \* Continue Circuit Rider assistance to enrolled communities;
- \* Prepare Hazard Mitigation Plans for up to eight communities;
- \* Produce maps on request using our Geographic Information Systems (GIS);
- \* Continue technical planning assistance via phone, internet, and in person;
- \* Conduct a Smart Growth Assessment for Alton, with support from the Samuel P. Pardoe Foundation;
- \* Prepare a Safe Routes to School Travel Plan for Northfield;
- \* Assist Bristol with a community planning survey;
- \* Work with Sanbornton to help develop opportunities for workforce housing;
- \* Continue to support the development of Ashland's master plan.



## MISSION

*The Lakes Region Planning Commission serves the communities of the Lakes Region. Our mission is to provide effective planning, in order to achieve and sustain a quality environment, a dynamic economy, and local cultural values by supporting community efforts through leadership, education, technical assistance, information, advocacy, coordination and responsive representation.*

## Household Hazardous Waste

The annual Lakes Region Household Hazardous Waste (HHW) collections are a highly anticipated Lakes Region summer tradition. Initiated by LRPC in 1986, the clean ups are supported by our member communities, with supplemental funding from the NH Department of Environmental Services.

In 2002, the LRPC provided seed funding to the town of Wolfeboro to construct the Lakes Region Permanent Household Hazardous Product Facility which has progressed to six monthly spring-fall collections. In 2013, founding members Alton and Wolfeboro were joined by Tuftonboro, more communities are welcome to inquire about membership.

This summer, approximately 1,669 households from 24 communities participated and disposed over 20,000 gallons of HHW. About 2/3 of this year's participants believe that the Lakes Region would benefit from a second permanent facility, and 74% responded that they would like to see medicine collections added in the future. Please check our website at [http://www.lakesrpc.org/service\\_hhw.asp](http://www.lakesrpc.org/service_hhw.asp) for details.

### Household Hazardous Waste FY14:

LRPC shall begin preparations for the summer 2014 household hazardous waste collections. One of our first steps was the release of a Request for Proposals this summer to find a qualified firm to manage future collections.



Household Hazardous Waste Collections 2013



## Transportation

In partnership with the NH Department of Transportation (DOT) and the Federal Highway Administration, LRPC has been committed to improving the regional transportation system for 25 years. Among our typical services, we:

- \* Conduct annual traffic counts and road inventories;
- \* Maintain an extensive database of traffic-related information;
- \* Facilitate and prepare regional transportation plans and studies that inform the NH Ten-Year Transportation Improvement Plan;



NH Route 140 Corridor Study

- \* Assist communities with Safe Routes to School, bike paths, intersection improvements, and advocacy for local and regional transportation needs;
- \* Encourage public involvement, primarily through an active Technical Transportation Advisory Committee (TAC) of local representatives and public meetings.

In addition to the above, this past year saw the completion of the comprehensive NH Route 140 Corridor Study from Tilton to Alton. We also developed a proposal to provide outreach for the Regional Coordinating Councils, that guide public transit assistance in the region.

### Transportation FY14:

In FY14, the LRPC shall focus on the various tasks in the biennial transportation program with the DOT. Among other activities, the LRPC intends to:

- \* Conduct annual traffic counts at approximately 150 locations around the region;
- \* Assist communities with road safety management systems analysis;
- \* Coordinate and conduct meetings of the regional Transportation Technical Advisory Committee;
- \* Complete a Travel Demand Management Plan;
- \* Conduct substantial work on the Lakes Region Scenic Byway;
- \* Provide staff assistance to two public transportation groups: the Carroll County Regional Coordinating Council, and the Mid State Regional Coordinating Council;
- \* Draft a Regional Transportation Chapter for the Lakes Region Plan.





Restored Mills

## Economic Development

Much of the region's early heritage includes agriculture and the industrial mills that were built during the 1800's. Today tourism, medical care, retail businesses, social services, as well as advanced manufacturing drive the local economy. To facilitate the potential reuse of lands and buildings and to actively engage in improving the regional economy, the LRPC has: regular interactions with representatives from local economic development organizations; maintains and supports a Comprehensive Economic Development Strategy (CEDS), and convenes forums on development issues affecting the region.

### *Economic Development FY14:*

In FY14, the LRPC has completed a draft update of the Comprehensive Economic Development Strategy (CEDS) for the region. The report was prepared with considerable guidance from our area economic development councils, and was funded in part by the U.S. Economic Development Administration (EDA), NH Electric Coop, and the LRPC.

LRPC's Brownfields Program received a boost from a new three-year \$200,000 grant from the U.S. Environmental Protection Agency to assist Lakes Region communities with assessments of vacant and underutilized sites due to concerns about environmental contamination. After an environmental consultant is hired, the LRPC and Brownfields Advisory Committee shall identify sites having good potential for redevelopment, and offer environmental assessments.

The LRPC shall also continue to work with our area economic development organizations, and pursue relevant opportunities with EDA.

## Education/Resources

The LRPC convenes a number of informative workshops and meetings, and offers a wealth of online, phone, and library information from knowledgeable staff and published resources. For example, we:

- \* Host Citizen Education Workshops on issues of local and regional importance, e.g. housing, water quality, law lecture series, economics, etc.
- \* Maintain a digital and traditional library of significant planning documents from air quality to zoning.
- \* Prepare strategic planning reports such as demographic studies, build-out analyses, and attitude surveys, etc.
- \* Offer facilitation and consensus building on pressing local and regional issues.
- \* Provide access to LRPC resources through our website [www.lakesrpc.org](http://www.lakesrpc.org).
- \* Conduct six commission meetings each year, featuring a different topic of interest.

### *Education/Resources FY14*

A fundamental service of the Commission is the collection and dissemination of current, timely, and reliable information to our cities and towns. While information technology has dramatically changed the way we process and report information, our steadfast commitment to educate, inform, and converse with local officials and the public on local, and regional planning topics and legislation remains. From the preparation of maps using geographic information systems to review of new zoning amendments, the LRPC staff is available to serve our members. LRPC also convenes at least six Commission meetings a year; co-hosts the annual law lectures; and provides professional staff to answer questions from our communities. Timely access to information services and trained planners remains a focus and core strength of the LRPC, and will continue into the future.



Scenic Views



Agriculture

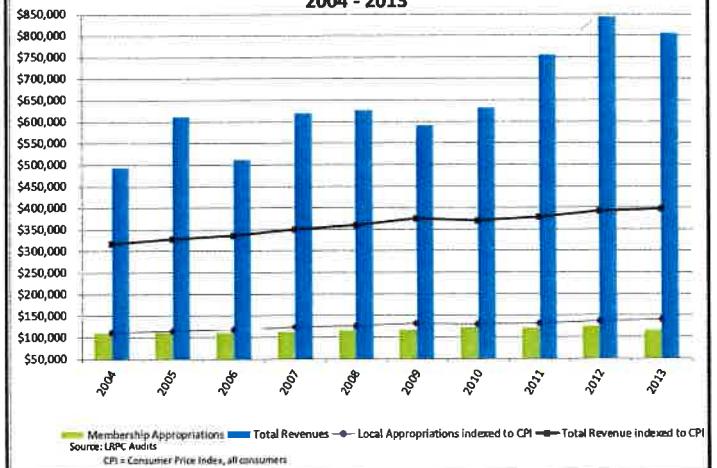


Tourism

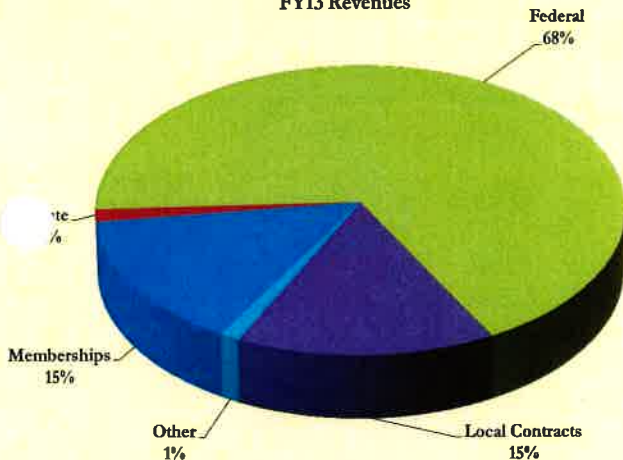
## FY13 Budget

The charts below show the distribution of actual revenues and expenditures from July 1, 2012 through June 30, 2013. Every membership dollar leveraged nearly *seven dollars* in contracts, grants, and other income.

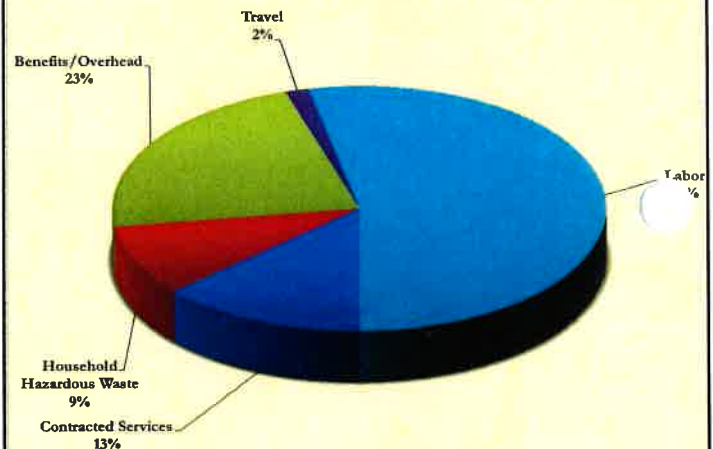
LRPC REVENUE AND CONSUMER PRICE INDEX (CPI)  
2004 - 2013



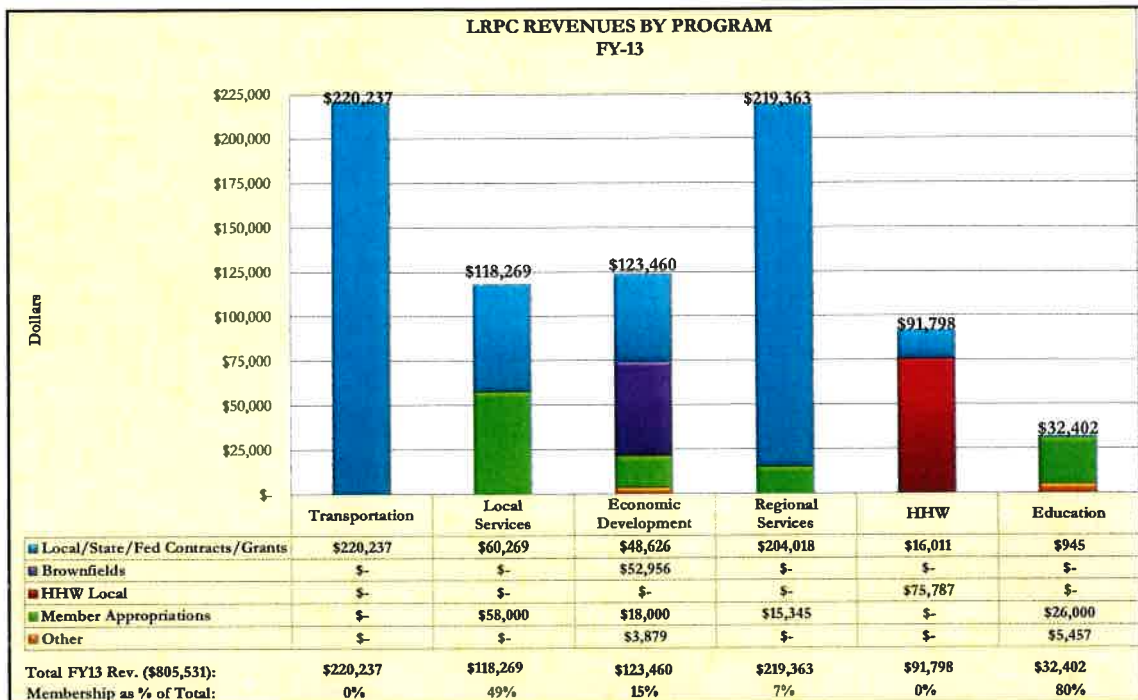
Lakes Region Planning Commission  
FY13 Revenues



Lakes Region Planning Commission  
FY13 Expenditures



LRPC REVENUES BY PROGRAM  
FY-13



Burnham & Malmborg  
Professional Association  
Certified Public Accountants  
155 Manchester Street  
Concord New Hampshire 03301  
(603) 225-7600

## INDEPENDENT AUDITORS' REPORT

To the Commissioners  
Lakes Region Planning Commission  
Meredith, New Hampshire

We have audited the accompanying statements of financial position of Lakes Region Planning Commission as of June 30, 2013 and 2012, and the related statements of resources and expenses and changes in fund balances, and cash flows for the years then ended. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audits.

Information for the year ended June 30, 2012, is presented for comparative purposes only and was extracted from financial statements presented by fund for that year, on which an unqualified opinion dated September 5, 2012, was expressed.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

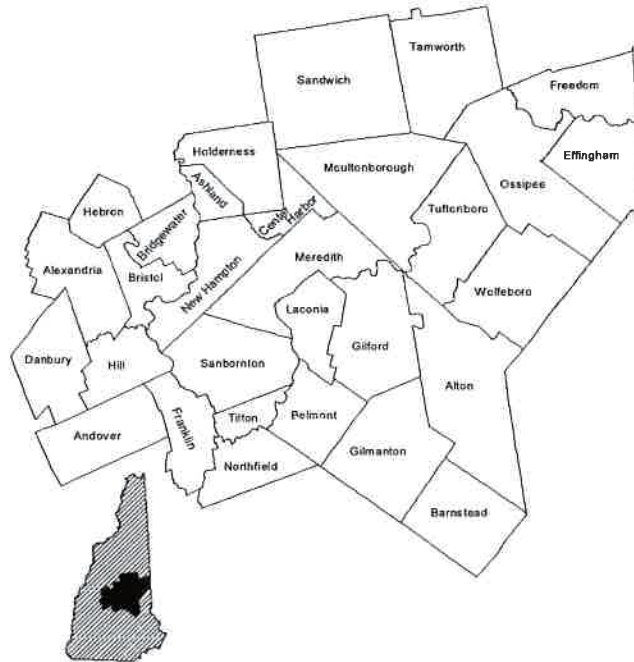
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Lakes Region Planning Commission, as of June 30, 2013 and 2012, and the results of its operations and changes in fund balances and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The information contained on pages 8 through 11 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

*Burnham & Malmborg*  
Concord, New Hampshire  
August 29, 2013



## THE LAKES REGION PLANNING COMMISSION



### LRPC COMMISSIONERS—FY 14

#### Alexandria

Janet Towse

#### Alton

Robert Daniels

#### Andover

John Cotton

#### Ashland

Gordon McCormack, Jr.

#### Barnstead

David Kerr

#### Belmont

Vacant

#### Bridgewater

Vacant

#### Bristol

Steve Favorite

#### Center Harbor

Maureen Criasia  
Mae Williams

#### Danbury

Charlotte McIver

#### Effingham

George Bull  
Theresa Swanick

#### Franklin

Vacant

#### Freedom

Jean Marshall

#### Gifford

Scott Dunn  
John Morgenstern

#### Gilmanston

Stanley O. Bean, Jr.

#### Hebron

Mitch Manseau

#### Hill

Vacant

#### Holderness

Robert Snelling

#### Laconia

Dean Anson, II  
Warren Hutchins

#### Meredith

William Bayard  
Herb Vadney

#### Moultonborough

Herbert Farnham  
Barbara Perry

#### New Hampton

Dr. George Luciano

#### Northfield

Wayne Crowley  
Doug Read

#### Ossipee

Dr. Patricia Jones  
Roger terKuile

#### Sanbornton

Carmine Cioffi

#### Sandwich

Toby Eaton

#### Tamworth

Patricia Farley  
Karen McNiff

#### Tilton

Joseph Jesseman

#### Tuftonboro

Dan Duffy  
Stephen Wingate

#### Wolfeboro

Roger F. Murray, III  
Chuck Storm  
Don St. Germain

### LAKES REGION PLANNING COMMISSION STAFF—FY14

Daniel Callister  
Assistant Planner

Michael Izard  
Principal Planner

Dari Sassan  
Regional Planner

Gerald Coogan, AICP  
Special Projects Manager

David Jeffers  
Regional Planner

Barbara Sullivan  
Bookkeeper

Rosemarie Gelinas  
Administrative Assistant

Kimou Koulet  
Executive Director

Michelle Therrien  
GIS Analyst

## Proposed Permit Fine Schedule

Board of Selectmen

Town of Moultonborough

I would like the Selectmen to consider changing the fines for those working without required building permits. The change would be made to **Section 14.3 of the Ordinance Relative to Building Permits.**

Proposed Language for 14.3:

Any person, firm or corporation violating any provision of this chapter shall be required to obtain a correct and complete permit and shall pay a fee based on the schedule below.

For working without a permit, a fee of five (5) times the cost of the permit, plus the cost of the permit will be assessed.

For each separate violation of any Ordinance or Regulation of the community involved with the above unpermitted project, the above fine will be doubled (X 2) for the first violation and then each violation will double the previous amount by 2.

For any commercial development, the above final total, after calculation of all fines, will again be doubled (X 2).

Example; 1000 square foot house being built without a permit it was built in the road setback and side setback on a steep slope requiring Zoning and Planning approvals.

At present we would double the permit fee plus the permit fee. 1,000 square foot house without basement, \$220 permit fee fine would be \$440 for a total of \$660 permit fee. Presently there is no fine schedule for Zoning or other regulation violations. The only cost of the Zoning and planning violations is the regular hearing fees as if there was no violation.

Fines for same structure under proposed schedule;

1,000 square foot home building permit fee \$220. Then multiply by five for the fine of working without a permit \$1100 and add the original fee for a total of \$1320. Then that total

would be doubled for the first Zoning violation to \$2640, then again for the second Zoning violation to \$5280, then doubled again for the Planning violation to \$10,560 which would be final total building permit fee.  $\$10,560 - \$660 = \$9900$  additional cost for building without a permit.

#### Other Fine Examples;

The original cost of the permit plus a fine five times the cost of the permit. Then that fine would be doubled for the first Zoning violation and then the previous amount is double again for the next violation and then that fine would be double for any Planning violation in the same fashion.

The building is 30 x 30 single story no basement, there are two separate Zoning violations and one Planning violation. The permit fee would be \$99. It would increase \$495 for working without a building permit to \$594. Then it would be doubled for the first Zoning violation to \$1188. Then it would be doubled again for another Zoning violation to \$2376. Lastly it would be doubled again for the Planning Violation to a total fee of \$4752. At present the fee would be \$297.

A 10 X 20 deck is built without a building permit. The original fee would be \$30 which is the minimum permit fee. The fine would be \$60 for a total of \$90 permit fee. Under the proposed fees it would be \$30 for the permit plus \$150 for the fine for a total of \$180 permit fee. At present the permit fee would be \$90.

A 28 x 34 garage is built with storage space above the permit fee would be \$209. The building was also in violation of one setback. The new fee schedule would be \$209 for the permit plus \$1045 for the fine for a total of \$1254. It would then be multiplied by 2 for the Zoning violation for a total permit fee of \$2508. At present the permit fee would be \$627.

Another option would be to put a square foot value on the construction and base the fine on that. If you said the fine was \$1.00 per square foot of the project and it was a 1000 square foot finished structure without a basement the fine would be \$1,000 added to the \$220 permit fee for a total of \$1,220. In the above example the final fee would be \$9,760 for the permit fee.

We could also add a line to fine the builder that did not get the permit, based on any building code violations, using the same sort of schedule. This could be just 5 times the permit fee or we could add for the other violations.

## PRESENT ENFORCEMENT TOOLS

- Letter of Violation; Mailing time
- Stop Work Order; Immediate, placed on site
- If none of these worked we would then issue a
- Cease & Desist: Time to service, 20 days to respond, court if no compliance
- If Town prevails in court, fines and penalties are in accordance with NH RSA 676:17 (\$275 for each day, first offense; and \$550 each day thereafter, but only if we duly notice a second offense to violator). These penalties are separate from our administrative penalty fee being proposed to be increased here.
- Permit fee is doubled plus permit fee

Respectfully request the BoS, review this proposal and approve it.

Respectfully,



Donald E. Cahoon

CC: Bruce Woodruff

Carter Terenzini

## Ordinance Relative to Building Permits

### ORDINANCE

#### TOWN OF MOULTONBOROUGH, NEW HAMPSHIRE

##### An Ordinance Relative to Building Permits

Section 14.1 This Ordinance shall apply within the town limits of the Town of Moultonborough, N.H.

Section 14.2 A building permit shall be required prior to the location of any structure upon any land in the Town. A building permit shall be required:

- 1.) if building or modification to an existing structure(s) changes the footprint of that building(s);
- 2.) if applicable building codes require an inspection of any work done in, on or to a new or existing structure; and,
- 3.) if building or other construction affects the assessed value of any structure on the property.

Exempt from permitting shall be construction attributable to maintenance or repair of existing property.

Section 14.3 Any person, firm or corporation violating any of the provisions of this chapter shall be required to obtain a correct and complete permit and shall pay fees equal to twice the normal fees charged for that permit. **a fee based on the schedule below:**

***For working without a permit, a fee of five (5) times the cost of the permit, plus the cost of the permit will be assessed.***

***For each separate violation of any Ordinance or Regulation of the community involved with the above unpermitted project, the above fee will be doubled (X2).***

***For any commercial classified property the above fee total after calculation of all fees, will be doubled (X2).***

This Ordinance to be in force as of March 10, 1983.

Frank E. McIntire, Chairman

Kenneth C. Smith, Sr.

Ernest E. Davis, Jr.

BOARD OF SELECTMEN

This Ordinance received review, revision and update. The Ordinance, as revised, received acceptance and enactment on September 21, 2006

Karel A. Crawford, Chairman

Edward J. Charest

**Ordinance Relative to Building Permits**

Ernest E. Davis, Jr.

James F. Gray

Joel R. Mudgett

BOARD OF SELECTMEN

*This Ordinance received review, revision and update. The Ordinance, as revised, received acceptance and enactment on **October XX, 2013.***

*Joel R. Mudgett, Chairman*

*Russell Wakefield*

*Edward J. Charest*

*Jon Tolman*

*Christopher Shipp*

BOARD OF SELECTMEN

## Ordinance Relative to a Building Code

### ORDINANCE

#### TOWN OF MOULTONBOROUGH, NEW HAMPSHIRE

##### An Ordinance Relative to a Building Code

Pursuant to RSA 674:51 and RSA 674:52, the Town of Moultonborough hereby adopts a local building code for the construction and structural remodeling of all buildings and structures in the municipality.

This local building code is adopted to ensure public safety, health and welfare in so far as they are affected by building construction, through structural strength, adequate means of egress facilities, sanitary equipment, light and ventilation, and fire safety; and, in general to secure safety to life and property from all hazards incident to the design, erection, repair, removal, demolition or use and occupancy of buildings, structures or premises.

Section 15.1 The Town of Moultonborough hereby adopts as an ordinance, a local building code, incorporating the New Hampshire Building Code, as defined in RSA 155-A, by reference.

Section 15.2 Pursuant to RSA 673:1(V), RSA 673:3 (IV), and the New Hampshire Building Code, the Town hereby establishes a Board of Appeals consisting of five members appointed by the Board of Selectmen with one member appointed for five years, one for four years, one for three years, one for two years and one for one year. Thereafter, each new member shall be appointed for five years or until a successor has been appointed **the Zoning Board of Adjustment**.

Section 15.3 Pursuant to RSA 673:1 (III), the Town hereby establishes the position of building inspector, who shall have authority to issue building permits as provided in RSA 676:11- 13, as amended, certificates of occupancy, pursuant to the New Hampshire Building Code, as amended, and to perform inspections as may be necessary to insure compliance with this code, **and to enforce said Code as provided in NH RSA 155-A:7. Fines, penalties and remedies for violations of the Building Code shall be the same as for violations of Title LXIV, Planning & Zoning, as stated in NH RSA 676:15 and 676:17, as per NH RSA 155-A:8.** The building inspector shall be appointed by the Board of Selectmen and shall be compensated according to the level of compensation authorized by the adoption of the annual budget by the Town Meeting.

Fee structures for Building Permits is included in the Town's Ordinance, entitled, An Ordinance Relative to Building Permits (No. 14).

Section 15.4 Pursuant to RSA 674:51 (III) (d) and the New Hampshire Building Code, as amended, the Board of Selectmen may establish fees from time to time to be charged for building permits, inspections, and for certificates of occupancy. **Notwithstanding applicable administrative penalty fees that shall be charged to property owners in their application for after-the-fact building permits, no person, firm or corporation shall undertake construction without an issued permit. If said person, firm or corporation undertakes such construction without having an issued permit, then a \$500.00 penalty fee shall be charged. If construction without an issued permit continues after a stop-work order is posted by the building inspector (Code Enforcement Officer), then for each day construction continues, an additional \$500.00 penalty fee shall be assessed.**

## **Ordinance Relative to a Building Code**

Section 15.5 When the New Hampshire Building Code is in conflict with the terms of the Town of Moultonborough's Zoning Ordinance, Subdivision Regulations, or Site Plan Review Regulations, the more restrictive terms shall apply.

Section 15.6 The adoption of this code shall not be deemed to limit the authority of the local fire authorities to enforce similar or identical provisions that have been adopted as part of the state fire code or as part of the local fire code.

This Ordinance to be in force as of March 10, 1983.

Frank E. McIntire, Chairman

Kenneth C. Smith, Sr.

Ernest E. Davis, Jr.

**BOARD OF SELECTMEN**

This Ordinance received review, revision and update. The Ordinance, as revised, received acceptance and enactment on September 21, 2006.

Karel A. Crawford, Chairman

Edward J. Charest

Ernest E. Davis, Jr.

James F. Gray

Joel R. Mudgett

**BOARD OF SELECTMEN**

***This Ordinance received review, revision and update. The Ordinance, as revised, received acceptance and enactment on October XX, 2013.***

***Joel R. Mudgett, Chairman***

***Russell Wakefield***

***Edward J. Charest***

***Jon Tolman***

***Christopher Shipp***

**BOARD OF SELECTMEN**





**Town of Moultonborough  
Office of Development Services Fee Schedule**

**Planning Board Fees \***  
**(Effective August 1, 2010)**

**Major Subdivision (3 or more lots)**  
**\$300 + \$100 per newly created lot**

**Minor Subdivision (2 lots w/no further subdivision)**  
**\$275**

**Site Plan Review**  
**\$250**

**Boundary Line Adjustment**  
**\$200**

**Voluntary Merger**  
**\$0**

**Involuntary Merger**  
**\$25**

**Special or Conditional Use Permit (fee waived if part of concurrent application)**  
**\$100**

**\* Planning Board Fees Triple if Application is After the Fact**

**Plat Registration**

***Applicants are responsible for all recording fees.***

All Plats, Notices of Decision and Planning Board required documents are required to be recorded by the applicant at the Carroll County Registry of Deeds. Copies of all recorded documents shall be submitted back to the Town after recording at applicant's expense.

**Hard Copies**  
**\$0.50 per page.**

**Electronic Document Transmittal**  
**\$5.00 per transmitted document**

**Zoning Board Fees \***  
(Revised May 12, 2008)

**Application & Hearing Fees**

**Variance**  
**\$100**

**Special Exception**  
**\$100**

**\*Zoning Board Fees Above Triple if Application is After the Fact**

**Equitable Waiver of Dimensional Requirements**  
**\$100**

**Re-Hearing**

**\$100 - Hearing Fee**

**Appeal of Administrative Decision Fees**

**\$200 - Application Fee (Non-Refundable)**

**\$200 - Hearing Fee**

**\$200 - Re-Hearing Fee (If Granted by ZBA)**

**Plat Registration**

***Applicants are responsible for all recording fees.***

All Zoning Board required documents are required to be recorded by the applicant at the Carroll County Registry of Deeds. Copies of all recorded documents shall be submitted back to the Town after recording at applicant's expense.

**Abutters Notices for all Planning & Zoning Applications**

**\$2 per Abutter + postage, certified mail, return receipt requested.**

**Advertisement Fee for all Planning & Zoning Applications**  
**\$50**

**Hard Copies**  
**\$0.50 per page.**

**Electronic Document Transmittal**  
**\$5.00 per transmitted document**

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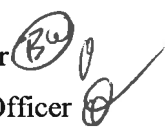

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**MEMORANDUM – OFFICE OF DEVELOPMENT SERVICES**

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**TO:** Board of Selectmen

**FROM:** Bruce W. Woodruff, Town Planner   
Don Cahoon, Code Enforcement Officer 

**RE:** Requirement for obtaining Building Permit when razing or  
demolishing Buildings/Structures

**DATE:** September 26, 2013

**CC:** Carter Terenzini, Town Administrator

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**Justification Narrative**

The Code Enforcement Officer, Town Assessor and I respectfully advocate for requiring the application for and issuance of a building permit prior to any property owner razing or demolishing buildings and structures for the following reasons:

- Records a date that the building was taken down to judge rebuilding time limit for nonconforming structures.
- Verifies the location of the existing house if rebuilding in a setback.
- Certifies and records that all utilities have been safely disconnected and that utility companies have been contacted.
- Records and ensures that all asbestos tests are completed as the state requires.
- Certifies that proper removal, handling and disposal of asbestos and other hazardous materials are properly executed by certified (if required) contractors.
- Ensures that the demolition area is a safe work zone and that the site will be made safe if not rebuilding.
- Helps to verify the number of new houses built vs. the number of houses demolished and rebuilt.
- Is a needed tool for the Town Assessor. Please refer to the Assessor's memo attached.

The proposal will not require any new forms, as the existing building permit application form will be sufficient. Guidelines and instructions will be prepared. The State Building Code already allows this. There will be no delay or review involved. We are proposing a flat \$50.00 permit fee. Thank you for your consideration in this matter.



**Office of Assessor**  
Town of Moultonborough  
6 Holland Street - PO Box 139  
Moultonborough, NH 03254  
(603) 476-2347 \* Fax (603) 476-5835  
e-mail: [gkarp@moultonboroughnh.gov](mailto:gkarp@moultonboroughnh.gov)

## MEMORANDUM

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TO: Board of Selectmen

FROM: Gary Karp, Assessor

RE: Zoning Regulation for Demolitions

DATE: September 24, 2013

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From the standpoint of the Assessing Department, requiring a taxpayer to obtain a permit before any demolition on a property takes place, is a positive step.

The main reason is that the Assessing Department will know when a change is to be made to the property. When a building permit is approved, the Assessing Department is notified, and we include the particulars of the permit on the property record card. This is then flagged and the property is scheduled to be inspected before the April 1<sup>st</sup> assessment date. When a structure is demolished without a permit, we are unaware of the change, and we may not know until the owner files for abatement of their taxes. If a permit is required for a demolition, we will be timely aware and take steps to verify the structure has been removed before the April 1<sup>st</sup> assessment date. We can then easily make the appropriate changes to the assessment.

Also, knowing that a structure was removed, we can save time in the field by scheduling a drive-by of the property while in the area for another reason instead of scheduling a special trip to the property. Since we are charged by our assessing contractors for each visit to a property, this can save the Town money.

# Demolition Permit Requirements

## Demolition Permit requirements:

- All primary structures that will be razed or removed from a lot.
- Accessory structures that have utility or mechanical systems, hazardous materials or a basement type foundation.
- An addition/renovation to a building that requires a substantial amount of demolition.

## Exemptions from Demolition Permit:

- Minor accessory structures such as sheds and small garages that do not contain utilities with separate connections or basement type foundations.
- Decks, porches and other similar appurtenances to structures where the intent is to remove and rebuild.
- Interior demolition to structures where the intent is to change or renovate.

## Important Caveats:

- Demolition of a structure that is non-conforming per the Zoning Code (for instance, one that currently is located less than 50 ft. from the lake) may result in the new structure being required to fully comply with the current Zoning Ordinance.

## Requirements before a Demolition Permit is issued:

- A completed **Building Permit application** (check "Demolition" under "Type of Work"); this application form is in addition to a Building Permit application for any new construction.
- For Demolition permits disturbing **more than 2,500 ft<sup>2</sup>**, a **grading plan** must be submitted and approved. *See separate handout for Grading Plan Requirements.*
- Copies of letters from **Utility Companies**, stating that utilities have been cut off.
- A successfully completed and inspected Plumbing Permit for **Septic or Sewer Cap-off** (this is a separate permit application).
- At the discretion of the Code Enforcement Officer (CEO) for good cause, a **Cash Demolition Escrow Bond** of \$1.00 per square foot of the footprint of the building to be demolished **may** be required (minimum of \$500.00) to ensure a safe, sanitary and secure completion of the demolition work. The bond will be refunded when the demolition is complete and the CEO certifies the site as safe and sanitary. Bond refunds must be requested in writing from the Code Enforcement Officer, Office of Development Services.

Draft 10/21/13

## **Demolition Grading Plan Requirements**

All grading plans submitted for review should include (but is not limited to) the following items:

- Property address and legal description
- Existing topographic and boundary information
- Basements/foundation locations to be removed/filled
- Proposed contours and elevations
- Limits of clearing and grading
- Erosion and sediment control measures
- And other notes or items deemed necessary for demolition

**Draft 10/21/13**

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## MEMORANDUM – OFFICE OF DEVELOPMENT SERVICES

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**TO:** Carter Terenzini, Town Administrator  
**FROM:** Bruce W. Woodruff, Town Planner (4)  
**RE:** Village Area Highway Lane Width Narrowing  
**DATE:** October 15, 2013  
**CC:** Chief Wetherbee; Chief Bengtson, Road Agent Kinmond



Over the past few years there has been much discussion of how the vehicular speeds in the village might be reduced. Most recently during the orientation for the Village Sidewalk Study we learned that:

- 1.) Chief Wetherbee believes that law enforcement has reached its saturation point in terms of reducing speeds in the village (in fact some would say to the detriment of the image of the MPD); and
- 2.) The state has been approving the reduction of the width of travel lanes in some instances toward this end.

The Highway Safety Committee has researched the concept of narrowing the travel lanes on NH Rte. 25, Whittier Highway within the limits of the Village area with the goal of reducing the speed of free-flowing traffic. Based upon the finding of the Committee, this memo is to propose just such an action by reducing the lanes to 11' in width.

Staff contacted the NHDOT District III Engineer's Office to inquire if the Department supports narrowing travel lanes in general and here in the Village in specific. Their answer was yes, and yes, conditioned upon the following:

- a.) that the lanes be no less than 11 ft.
- b.) that the total roadway width (travelled lanes and paved shoulders) not be reduced;
- c.) that appropriate MUTCD compliant signage be erected; and
- d.) that the Town pay the cost to effect the change.

They stated that the Village area, with its 30 MPH speed limit and characteristics was an appropriate place to narrow lanes with the intent to improve safety by reducing overall speed in the corridor segment.

Staff research reveals that the width of a travel lane on a roadway greatly influences the safety and speed of driving, as well as the total width of a roadway. The roadway width in turn determines the pedestrian crossing distance and the roadway width potentially available for other uses such as bike lanes, parking lanes, or landscaped curb extensions.

Despite recent accepted engineering wisdom, narrower lane widths are actually associated with fewer traffic injuries and fatalities. A large study [1] of crash data from all 50 U.S. states over 14 years revealed the following:

- Those states with more arterial roads with lane widths 10 feet or 11 feet are associated with fewer injuries and fatalities compared to 12 foot lanes.

- For collector streets (residential streets that provide vehicle access to large arterial roads), the same pattern is found. That is, 12 foot wide lanes are associated with more injuries and fatalities.

These results are surprising, as it has been the general practice to improve the safety of roads by increasing lane widths. One possible behavioral response is that drivers increase their speed when lanes are wider and offset any safety benefit from increased lateral spacing. Another possibility is that drivers may feel safer and reduce cautionary behavior.

In another study [3], a researcher found that two segments of the same road, that differed primarily in lane width and adjacent land uses, had 31% fewer crashes during the five years of 1999-2003. The lane width of the narrower section was 11 feet, while it was 12.5 feet in the wider section. Traffic was faster on the wider section, which undoubtedly added to the crash risk.

The Committee has recommended that this strategy be implemented as time and money allow. It's important to note that this strategy is not a substitute for sidewalks, but will improve the safety of the village section where there is greater pedestrian demand because that's where people walk currently. If this strategy does not work there are additional techniques that may be employed if they fit the village/roadway paradigm. Chief Wetherbee is concerned, however, that with a one foot lane reduction, the dedicated cyclists (everyday) will tend to travel more closely to or in the narrowed travel lane; looking for the "clean" lane that is devoid of debris and uneven surfaces. He recognizes that the occasional cyclist will travel to the right of the white fog line on the paved shoulder area. Overall, however, these concerns do not dampen his support for the concept in general.

A rough estimate for accomplishing this work is as follows:

Grinding off fog lines 10,800 LF @ \$0.60/LF = \$6,480.00. Say \$7,000.00.

Striping of 10,800 LF of white fog lines at \$0.22 per LF = \$2,376.00. Say \$2,400.00.

Installation of two MUTCD compliant Narrow Lanes Ahead signs at \$175.00 per sign = \$350.00.

Construction of two Welcome to Moultonborough Village signs with appropriate landscaping at approximately \$4,500.00 each = \$9,000.00.

Contingency of \$1,650.00.

Total Cost of \$20,400.00.

#### REFERENCES

[1] 231.3 Lane Width, MoDOT Engineering Policy Guide.

[2] Noland, R. 2002. Traffic fatalities and injuries: the effect of changes in infrastructure and other trends. Accident Analysis and Prevention, 35: 599-611.

[3] Dumbrough, E. Safe streets, livable streets. Journal of the American Planning Association, 71(3): 283-300.



**Table of Contents**  
**Mitigation Strategies for Design Exceptions**

**Excerpt from Chapter 3**

## Lane Width

The adopted criteria describe design values for through travel lanes, auxiliary lanes, ramps, and turning roadways. There are also recommended widths for special-purpose lanes such as continuous two-way left-turn lanes. AASHTO also provides guidance for widening lanes through horizontal curves to provide for the off-tracking requirements of large trucks. Lane width does not include shoulders, curbs, and on-street parking areas. Table 3 summarizes the range of lane widths for travel lanes and ramps.

TABLE 3

Ranges for Lane Width

Type of Roadway	Rural		Urban	
	US (feet)	Metric (meters)	US (feet)	Metric (meters)
Freeway	12	3.6	12	3.6
Ramps (1-lane)	12-30	3.6-9.2	12-30	3.6-9.2
<b>Arterial</b>	<b>11-12</b>	<b>3.3-3.6</b>	<b>10-12</b>	<b>3.0-3.6</b>
Collector	10-12	3.0-3.6	10-12	3.0-3.6
Local	9-12	2.7-3.6	9-12	2.7-3.6

(Source: A Policy on Geometric Design of Highways and Streets, AASHTO)

It is FHWA policy that the requirement of a formal design exception for lane width is applicable for all travel lanes, including auxiliary lanes and ramps. With respect to the practice of widening lanes through horizontal curves, a formal design exception is not necessary for cases not providing additional lane width, but the decision should be documented in project records. Exhibit 7-3 in the *Green Book* describes minimum lane widths for two-lane rural highways for a range of design speeds and design-year traffic. The table entries show a 24-foot traveled way (12-foot lanes) for most conditions. Careful inspection of this table (see subnote [a]) shows that 11-foot lanes are acceptable and within policy for reconstruction projects in which an existing 22-foot dimension is operating in a satisfactory manner. For such cases the designer should document this is the case, but retention of the 11-foot width would not require a design exception.

### Safety

Speed is a primary consideration when evaluating potential adverse impacts of lane width on safety. On high-speed, rural two-lane highways, an increased risk of cross-centerline head-on or cross-centerline sideswipe crashes is a concern because drivers may have more difficulty staying within the travel lane. In a reduced-speed urban environment (45 MPH or less), the effects of reduced lane width are different. On such facilities, the risk of lane-departure crashes is less. The design objective is often how to best distribute limited cross-sectional width to maximize safety for a wide variety of roadway users. **Narrower lane widths may be chosen to manage or reduce speed and shorten crossing distances for pedestrians. Lane widths may be adjusted to incorporate other cross-sectional elements, such as medians for access control, bike lanes, on-street parking, transit stops, and landscaping. The adopted ranges for lane width in the urban, low-speed environment normally provide adequate flexibility to achieve a desirable urban cross section without a design exception.**

Designers should understand the interrelationships among lane width and other design elements. Horizontal alignment is a factor that can influence the safety of lane width reductions. Curvilinear horizontal alignments increase the risk of lane departure crashes in general, and when combined with narrow lane widths, the risk will further increase for most high-speed roadways. It is important to understand this interaction of design elements when a design exception for lane width is being evaluated.

### Substantive Safety

Figure 6 shows accident modification factors for variations in lane width on rural two-lane highways. Note that there is little difference between 11- and 12-foot lanes.

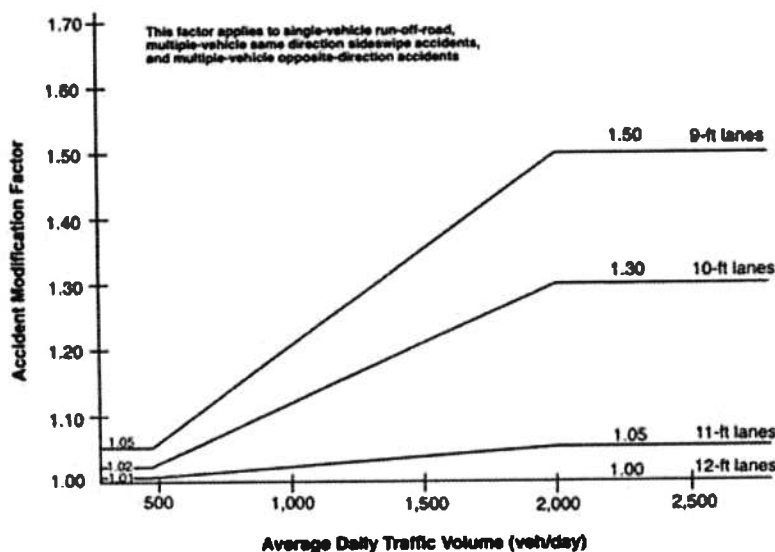


FIGURE 6

## Accident Modification Factors for Lane Width on Rural Two-Lane Highways.

(Source: Prediction of the Expected Safety Performance of Rural Two-Lane Highways, FHWA)

Figure 6 is a graph. The "x" axis is labeled "Average Daily Traffic Volume (veh/day)," and is marked in increments of 500; 1,000; 1,500; 2,000; and 2,500. The "y" axis is "labeled Accident Modification Factor," and is marked in decimal increments of 1.00, 1.10, etc., through 1.70. A note at the top of the "x" axis states, "This factor applies to single-vehicle run-off-road, multiple-vehicle same direction sideswipe accidents, and multiple-vehicle opposite-direction accidents." The accident modification factors for the various lane widths begin as horizontal lines showing a very minor difference in crash risk. As traffic exceeds 500 vpd, the AMFs increase linearly and at 2000 vpd, the AMFs return to horizontal lines. At this point the AMF for 12-foot lanes is 1.00, for 11-foot lanes is 1.05, for 10-foot lanes is 1.30, and for 9-foot lanes is 1.50, illustrating that the expected crash risk is significantly higher for 9- and 10-foot lanes on rural two-lane highways.

For multilane urban arterials and multilane rural arterials, the expected difference in substantive safety for variations in lane width is much less on the order of a few percentage points when comparing lane widths of 10 to 12 feet.

## Traffic Operations

Lane width has an effect on traffic operations and highway capacity, particularly for high-speed roadways. The interaction of lane width with other geometric elements, primarily shoulder width, also affects operations.

When determining highway capacity, adjustments are made to reflect the effect of lane width on free-flow speeds. Lane widths of less than 12 feet (3.6 meters) reduce travel speeds on high-speed roadways, as summarized in Tables 4.

Source: Highway Capacity Manual

TABLE 4

Operational Effects of Lane and Shoulder Width on Two-Lane Highways

Lane width (ft)	Reduction in Free-Flow Speed (mi/h)			
	Shoulder Width (ft)			
	$\geq 0 < 2$	$\geq 2 < 4$	$\geq 4 < 6$	$\geq 6$
9 < 10	6.4	4.8	3.5	2.2
$\geq 10 < 11$	5.3	3.7	2.4	1.1
$\geq 11 < 12$	4.7	3.0	1.7	0.4
$\geq 3.6$	4.2	2.6	1.3	0.0

Source: Highway Capacity Manual

### **Lane Width Resources**

- *A Policy on Geometric Design of Highways and Streets*, AASHTO, 2004.
  - *Effective Utilization of Street Width on Urban Arterials*, NCHRP Report 330, Transportation Research Board, 1990.
  - *FHWA Roadside Hardware Web site*  
[http://safety.fhwa.dot.gov/roadway\\_dept/policy\\_guide/road\\_hardware/](http://safety.fhwa.dot.gov/roadway_dept/policy_guide/road_hardware/)
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